United Nations ST/IC/2003/38

Secretariat

23 June 2003

Information circular*

To: Members of the staff

From: The Under-Secretary-General for General Assembly and Conference Management

Subject: **Closing of Secretariat Distribution Counter, Room S-B1-44**

1. The purpose of the present information circular is to inform staff members of new arrangements regarding availability, both in hard copy and online, of official documents and publications issued by the United Nations Secretariat at Headquarters.

2. With effect from 7 July 2003, documents will no longer be available from the Secretariat Distribution Counter, Room S-B1-44. This decision is being taken in the context of the Secretary-General's reform, as outlined in document A/57/289. Documents will now be available by the means indicated below.

3. With the launch of the electronic version of the *Journal of the United Nations* (www.un.org/Docs/journal/En/lateste.pdf), which provides hyperlinks to all official language versions of documents listed therein, and the inclusion in the *Journal* of a hyperlinked daily list of documents issued at Headquarters, staff members may download documents listed in and hyperlinked to the *Journal*. This new facility is in addition to the Official Documents System (ODS).

4. Staff members requiring documents of 30 pages and above in paper format may request up to 5 copies by filling out form PS16 (available at http://ps16.un.org). Copies will be sent by inter-office mail or may be picked up outside room NL-314.

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* Expiration date of the present information circular: 31 July 2004.

03-40532 (E) 260603

United Nations ST/IC/2003/39

Secretariat

24 June 2003

Information circular*

To: Members of delegations and staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Fireworks display on Friday, 4 July 2003**

1. The Macy's Independence Day fireworks will be displayed on 4 July 2003 from two locations in the East River: south of the Brooklyn Bridge and at 34th Street. The display is scheduled to take place from 9.25 to 10 p.m. The FDR Drive from 14th to 61st Streets will be closed by 6 p.m.

2. Members of delegations and staff wishing to view the display may do so from the garden promenade or from the Secretariat building. The only access to the grounds that evening will be through the entrance at First Avenue and 47th Street, which will be opened at 5 p.m. The entrance at 42nd Street and the Secretariat entrance will be closed. Please plan to arrive early to allow adequate time for screening at the First Avenue entrance. All those attending the fireworks display will be required to go through metal detectors for security reasons.

3. Access to the complex will be restricted to holders of grounds passes and their ticketed guests. Each pass holder will be permitted to bring a maximum of six guests. Tickets of two different colours will be issued. A light blue ticket will provide access to the Secretariat building and grounds; a yellow ticket will provide access to the grounds only.

4. Tickets will be issued to staff members on a first-come, first-served basis from the Staff Committee Office, in room S-525, extension 3-7075 or 3-7076, beginning on Thursday, 26 June 2003. For safety reasons, the number of people admitted to the Secretariat building will be limited by the safety code.

5. Tickets will be issued to members of delegations by the Planning Unit of the Security and Safety Service, located in room C-106, extension 3-7028. Tickets for members of delegations will be available from Thursday, 26 June to Thursday, 3 July 2003, between 12 noon and 4 p.m., excluding the weekend, when the office will be closed.

* Expiration date of present information circular: 5 July 2003.

03-40510 (E) 240603

6. No tickets will be issued on the evening of 4 July, and persons without grounds passes or tickets will be turned away. The dining facilities within the complex will be closed.

7. Guests with light-blue tickets must enter through the Canadian doors of the General Assembly Building. Staff members will be responsible for the conduct of their guests while at the United Nations. Guests must be escorted at all times within the complex.

8. Staff members will be permitted to park in the United Nations garage (northern entrance, at 48th Street and the FDR Drive), at the weekend rate, upon presentation of a valid grounds pass. Guests will not be admitted through the garage; they must be dropped off at the entrance at First Avenue and 47th Street.

9. Staff members and their guests who wish to view the display from their own offices are reminded that windows in the Secretariat building may not be opened under any circumstances. This provision will be strictly enforced.

10. Staff members are reminded that they should lock and secure their offices when they depart on Thursday, 3 July 2003.

11. Alcoholic beverages will not be permitted on United Nations grounds. The Security and Safety Service has the authority to inspect all packages and will enforce this regulation.

12. In the event of an emergency, the Security Control Centre should be contacted at extension 3-6666.

United Nations ST/IC/2003/40

Secretariat

24 June 2003

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Transportation of privately owned automobiles: list of countries and territories to which such transportation may be partially reimbursed**

1. In accordance with staff rules 107.27 (d) (iv) and 207.20 (1) and section 12 of administrative instruction ST/AI/1999/15, entitled "Excess baggage, shipments and insurance", one of the conditions for the partial reimbursement of the cost of transportation of privately owned vehicles is that the duty station to which the automobile is being transported be in a country or territory designated as one in which the United Nations may accept responsibility for such cost.

2. The purpose of the present circular is to inform staff members of the updated list of countries or territories so designated (see annex).

3. The present circular cancels and supersedes ST/IC/1999/100 and Add.1 and ST/IC/2003/36.

* The present circular will be in effect until further notice.

03-40619 (E) 300603

Annex

List of countries and territories where the United Nations may provide partial reimbursement of the cost of transporting automobiles on initial appointment or change of duty station

Afghanistan
Angola
Anguilla
Antigua
Bahamas
Belize
Benin
Bermuda
British Virgin Islands
Burkina Faso
Burundi
Cameroon
Cape Verde
Cayman Islands
Central African Republic
Chad
China
Comoros
Congo*
Cook Islands
Côte d'Ivoire
Cuba
Democratic People's Republic of Korea
Djibouti
Dominica
Egypt
Equatorial Guinea
Fiji
Gabon
Gambia
Ghana
Grenada
Guinea
Guinea-Bissau
Haiti
Iran (Islamic Republic of)
Jordan
Kiribati
Kuwait
Lao People's Democratic Republic
Lebanon
Lesotho
Liberia
Libyan Arab Jamahiriya
Malawi
Maldives
Mali
Marshall Islands
Mongolia
Montserrat
Mozambique
Myanmar
Nauru
Nepal
Netherlands Antilles
New Caledonia
Niger
Nigeria
Niue
Palau
Panama
Qatar
Rwanda
Saint Kitts and Nevis
Saint Lucia
Saint Vincent and the Grenadines
Saudi Arabia
Senegal
Seychelles
Sierra Leone
Somalia
Sri Lanka
Sudan
Suriname
Swaziland
Syrian Arab Republic
Togo
Tokelau
Tonga
Trust Territory of the Pacific Islands
Tuvalu
Uganda
United Arab Emirates
United Republic of Tanzania
Vanuatu
Viet Nam
Yemen
Wallis and Futuna Islands
Zambia
Zimbabwe

* Effective 1 April 2003.

United Nations ST/IC/2003/41

Secretariat

30 June 2003

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Administration and Management

Subject: **Communications and contacts with host country authorities**

1. With a view to ensuring the best possible coordination between the Government of the United States of America and the United Nations, the United States Mission to the United Nations has recently reminded the Organization that the only appropriate form of communications with the United States Government on matters of substance or questions regarding policy is that of a diplomatic note to the United States Mission.

2. The United States Mission to the United Nations has advised that this policy is not intended to apply to matters of a routine nature. Routine communications regarding acquisition/disposition of property, sales tax exemptions, customs declarations, and matters pertaining to the registration and operation of motor vehicles may be sent directly to the New York Regional Office of the Office of Foreign Missions.

3. In cases of doubt, officials of the Organization should call the Minister-Counsellor for Host Country Affairs (212-415-4131) to confirm that a particular communication is of a routine nature.

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* The present information circular, which supersedes circular ST/IC/1996/60 dated 11 October 1996, will be in effect until further notice.

03-41367 (E) 020703

United Nations ST/IC/2003/42

Secretariat

24 July 2003

Information circular*

To: Members of delegations and staff

From: The Assistant Secretary-General for Central Support Services

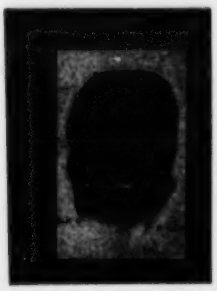
Subject: **First day of issue — 7 August 2003: "Ralph Bunche — centenary of birth" and definitive stamps**

Commemorative stamps

1. On Thursday, 7 August 2003, the United Nations Postal Administration (UNPA) will issue a set of three stamps to commemorate the centenary of the birth of Ralph Bunche. For two decades as Under-Secretary-General he played a leading role in the conception and conduct of the United Nations peacekeeping function. In 1950, Mr. Bunche was awarded the Nobel Prize for Peace.

2. The stamps in denominations of 37¢, Sw F 1.80, and €2.10 are based on charcoal portraits by Leo Cherne (United States of America) and were adapted as stamps by Rorie Katz (United Nations).

(United States equivalents — Sw F 1.80: $1.38, and €2.10: $2.47, subject to exchange rate fluctuation.)

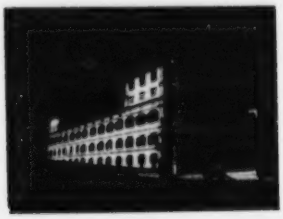


* Expiration date of the present information circular: 18 August 2003.

03-44033 (E) 250703

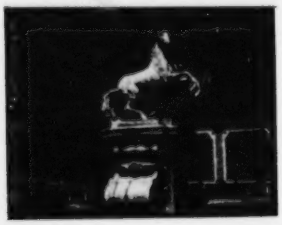
Definitive stamps

3. Also on 7 August 2003, UNPA will release a new Vienna definitive stamp in the denomination of €0.04. The stamp shows a photograph of the Schloss Eggenberg in Graz which is credited to Graz Tourism Gmbh.



4. On the same day, UNPA will make available a reprint of the €0.51 stamp (2002).

(United States equivalents — €0.04: 5 cents and €0.51: 60 cents, subject to exchange rate fluctuation.)



General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachets **only**. Members of delegations and the staff can obtain these items on Thursday, 7 August, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.;

(b) Counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

6. First day of issue cancellations can be obtained at a temporary U.S. Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.

7. Information on United Nations stamps can be accessed on the Internet at http://www.un.org/Depts/UNPA.

United Nations ST/IC/2003/43

Secretariat

25 July 2003

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Rates of reimbursement for travel by private motor vehicle**

1. Pursuant to section 7 of administrative instruction ST/AI/1998/2 on reimbursement for travel by private motor vehicle, the purpose of the present circular is to inform the staff of the schedule of rates applicable to different groups of countries and territories for travel by private motor vehicle, effective 1 July 2003 (see annex).

2. The present circular supersedes information circular ST/IC/2003/22 of 26 March 2003.

* The present circular will be in effect until further notice.

03-44291 (E) 290703

Annex

Rates of reimbursement for travel by private motor vehicle (effective 1 July 2003)

Rate group I: 13 cents per mile or 8 cents per kilometre

All countries or territories other than those listed in groups Ii, III, IV or V below.

Rate group II: 16 cents per mile or 10 cents per kilometre

Afghanistan*	Costa Rica	Nauru
Anguilla	Cyprus	Nepal
Argentina	Ethiopia	Netherlands Antilles
Azerbaijan	Fiji	Oman
Bahamas	Guinea	Paraguay
Bangladesh	Guyana	Republic of Moldova
Belize	Israel	Russian Federation
Benin	Jordan	Samoa
Bermuda	Kazakhstan*	Sri Lanka
Brunei Darussalam	Kyrgyzstan	Togo
Burkina Faso	Madagascar	Trinidad and Tobago
Cambodia	Malaysia	United Arab Emirates
Cape Verde	Maldives	Uruguay
Congo	Mozambique	Viet Nam

Rate group III: 20 cents per mile or 12.4 cents per kilometre

Antigua and Barbuda	Kiribati	Panama
Australia	Kuwait	Papua New Guinea
Barbados	Lao People's Democratic Republic	Philippines
Bhutan	Liberia	Saint Kitts and Nevis
Bosnia and Herzegovina	Macao, China	Saint Lucia
British Virgin Islands	Malawi	Saint Vincent and the Grenadines
Canada	Mauritania	Sierra Leone
Cayman Islands	Mauritius	Singapore
Comoros	Mongolia	Tunisia
Cook Islands*	Montserrat	United Republic of Tanzania
Djibouti	Morocco	United States of America
El Salvador	New Caledonia	
India		
Kenya		

Europe: All countries in Europe except those listed in groups II, IV or V.

* Indicates a change in the grouping.

Rate group IV: 23 cents per mile or 14.3 cents per kilometre

Armenia
Cameroon
Central African Republic
Chad
Chile
Croatia
Czech Republic
Dominica
Greece
Grenada
Jamaica*
Latvia
Lebanon
Mali
Malta
Mexico*
Nicaragua
Niger*
Niue
Peru
Republic of Korea*
Senegal
Seychelles
Slovenia
Spain
Vanuatu*
West Bank and Gaza Strip*

Rate group V: 28 cents per mile or 17.5 cents per kilometre

Austria
Belarus
Belgium
Côte d'Ivoire
Cuba
Democratic People's Republic of Korea*
Denmark
Equatorial Guinea*
Finland
France
Germany
Hong Kong, China
Iceland
Ireland
Italy
Japan
Lithuania
Netherlands
Norway
Portugal
Sweden
Switzerland
United Kingdom of Great Britain and Northern Ireland

* Indicates a change in the grouping.